



## **Waukegan Arts Council 2023 Grant Program Packet**

The purpose of the Waukegan Arts Council 2023 grant program is to promote art in Waukegan. Grants will be awarded to projects which support high quality public art experiences, encourage artistic expression and public participation, and promote cultural appreciation for our diverse community.

There is no minimum or maximum grant amount. Applicants are advised that the Arts Council is interested in supporting as many programs as possible over a wide range of genres. Applicants are encouraged to seek a variety of funding from a wide range of sources and not to rely on the Arts Council for ongoing expenses.

Preference will be given to applicants who show multiple sources of funding. Ongoing or repeat events should demonstrate an ability to continue independent of grant funds.

Funding for the Waukegan Arts Council 2023 grant program is \$5000.

### **Criteria**

- Projects must take place within the City of Waukegan
- The project must primarily benefit residents of Waukegan
- The project must encourage artistic awareness, public participation and/or cultural arts appreciation
- The project must provide evidence of artistic merit
- The budget for the project must be complete and accurate and must allocate adequate resources to the project
- The project must take place between June 1, 2023 and May 31, 2024
- The project must recognize the support of the Waukegan Arts Council
- The project has community support as evidenced through support materials

### **Application Information**

- All submissions must be received by April 1, 2023
- Funds will be released by June 1, 2023

### **Program Schedule**

February 1, 2023	Call for applications
April 1, 2023	Application deadline
April 10 – May 15, 2023	WAC review committee ranks applications
May 22, 2023	Arts Council Board selects grant recipients
May 30, 2023	Notification of grant awards
June 1, 2023	Funds released to grantees
June 1, 2024	Final program reports due

## How to apply

1. Submit one set of the grant application, narrative, budget, and support material.
2. All application material must be submitted on 8 ½ x 11 paper in 12 point font, one sided, unbound, or as a single .pdf via email.
3. Grant applications can be mailed to the Waukegan Arts Council, Jack Benny Drive, Waukegan, Illinois 60087 or emailed to [Waukeganartscouncil@gmail.com](mailto:Waukeganartscouncil@gmail.com)

## Application Guidelines

- This is a competitive process and projects or events are evaluated based on the applicant's ability to meet the eligibility requirements and review criteria.
- Projects that highlight our diverse community will be given additional consideration.
- Applications will be reviewed and voted on by the Board of Directors of the Waukegan Arts Council on May 22, 2023.
- The decision of the Board of Directors will be final and may not be appealed.
- The Arts Council reserves the right to allocate the funds to a specified portion of a project and/or event.
- If the project/event is canceled or cannot be completed by its intended due date, unused funds must be returned to the Art Council for redistribution.
- This grant cannot be used to pay salaries or benefits, however, a stipend is acceptable. A stipend is defined as a one-time payment for a short-term event/project/class.
- Funds will be released upon acceptance of the grant by the applicant, as demonstrated by the execution of a Grant Agreement.
- If the intent for the funds to create or install something not on the applicant's own property, permission from the landowner or gallery must be included with the application.
- Program reports will be due quarterly or within 30 days of the conclusion of the activity. Final report will be due May 31,2024.
- The Waukegan Arts Council must be acknowledged with its logo in all publications related to the funded activity.
- The Waukegan Arts Council shall have the right to reproduce images used by the grant recipient for promotional purposes.
- Each recipient will be required to submit an IRS W-2 form so that an IRS 1099 income statement can be issued by the Waukegan Arts Council for the recipient's tax records.
- A recipient who does not submit a final report are deemed ineligible for any future Waukegan Arts Council grant funding.



### **Waukegan Arts Council 2023 grant application information sheet**

- A. **Application:** Please complete the application form included in this packet
- B. **Narrative:** The narrative cannot be longer than four single sided pages and must include:
  - 1. **Background:** Provide a brief overview of your organization and/or self.
  - 2. **Descriptive Narrative:** Provide a clear, detailed description of the proposed project or event. Describe what the proposed project or event is, when it will take place, and how the requested funds will be used.
  - 3. **Target Audience:** Describe the target audience(s), how the proposed project or event will benefit the audience, how it will benefit the residents of Waukegan, and how you plan to target the audience.
  - 4. **Artistic/Cultural Merit:** Describe evidence that the project or event will provide high artistic quality, merit, or community value.
  - 5. **Project Management:** Describe your organization's project management history and fiscal competence or describe your plan for ensuring appropriate financial accountability.
- C. **Budget:** Please attach the project budget, including anticipated expenses, income, and funding sources. The budget must also clearly state how the Arts Council funds will be used. Please be very specific.
- D. **Letters of Support and Support Materials:** Please attach any *current* letters of support and/or other support materials (no more than five pages total). Support material may include, but not limited to photos of past events, images of proposed artwork, social accounts, letters from individuals who support your work or support you, etc.



**Waukegan Arts Council 2023 Grant Application**

Date \_\_\_\_\_

Proposed Project or Event Title \_\_\_\_\_

Applicant Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Total cost of Event/Project \$ \_\_\_\_\_

Grant Amount Requested \$ \_\_\_\_\_

Admission fee/Ticket Price of Event \$ \_\_\_\_\_

If there is an admission fee/ticket price, is there a discount for Waukegan Residents? \_\_\_\_\_

*I understand that the availability of Arts Council grants is based upon a variety of factors, including availability of funds, number of applicants and compliance with grant guidelines.*

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Office use only Grant Award Amount _____ Fund Distribution _____ Check _____
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